



MEMO To: City of Spring Hill Subdivision Applicants

Subject: Planning Commission/Board of Mayor and Aldermen Approval Process

Included in this Subdivision application package are the following documents:

- Subdivision Application
- Subdivision Application Checklist
- City of Spring Hill Meeting Calendar

The steps that the applicant must follow for plat approval are as follows:

1. Pre-application Conference with staff
2. Submit application and associated fees along with sketch plat for major subdivisions and final plat for minor subdivisions no later than twenty-one (21) days prior to the desired Planning Commission meeting
3. Attend the Planning Commission Work Session
4. Address comments received from Planning Commission at Work Session and re-submit sketch plat or final plat by 12:00 P.M. on the Wednesday following the Work Session
5. Planning Commission public hearing and regular meeting held to take action on the sketch plat or final plat
6. Submit preliminary plat for major subdivisions no later than twenty-one (21) days prior to the desired Planning Commission meeting
7. Attend the Planning Commission Work Session
8. Address comments received from Planning Commission at Work Session and re-submit preliminary plat by 12:00 P.M. on the Wednesday following the Work Session
9. Planning Commission public hearing and regular meeting held to take action of the preliminary plat
10. Submit final plat for major subdivisions no later than twenty-one (21) days prior to the desired Planning Commission meeting
11. Attend the Planning Commission Work Session
12. Address comments received from Planning Commission at Work Session and re-submit final plat by 12:00 P.M. on the Wednesday following the Work Session
13. Planning Commission public hearing and regular meeting held to take action of the final plat

**PLANNING COMMISSION
SUBDIVISION APPLICATION**
Applicant to Complete Sections A, B and C



A. Subdivision Information

Date _____ Planning Commission Meeting Date: _____

Subdivision Name _____

Location _____ Map/Parcel _____

Phase No. _____ Section No. _____

Total Acreage _____

B. Type of Subdivision Request

Major Subdivision:

- ___ Sketch Plat \$100
- ___ Preliminary Plat \$100 +\$20 per acre + \$5/lot
- ___ Final Plat \$25 + \$5/lot

Minor Subdivision:

- ___ Final Plat \$25 + \$5/lot

Type of Subdivision:

- ___ Residential
- ___ Commercial
- ___ Other, please specify _____

C. Contact Information

Property Owner(s) Name _____

Address _____

Phone No. _____ Fax No. _____

Email: _____



Applicant(s), Owner, or Owner's Representative (Engineer, Architect, Attorney), if applicable

Company _____

Address _____

Phone No. _____

Fax No. _____

Email: _____

I have read the attached checklist and have complied with all requirements listed and understand that this application may be deemed incomplete if the plat misses any of the information listed. I also understand that other information may be requested by staff during review.

Property owner(s) signature: _____

Applicant(s), Owner, or Owner's Representative signature: _____

D. For Staff Use Only

Fee Paid: Yes ___ No ___ **Date Paid:** _____ **Received By:** _____

Planning Commission Action:

Tabled ___ **Date:** _____

Deferred ___ **Date:** _____

Approved ___ **Date:** _____

Approved With Conditions ___ **Date:** _____

Denied ___ **Date:** _____

Final Plat Recorded: Yes ___ No ___ **Date:** _____

Recommended Bond Amount By Staff _____

Approved Bond Amount By BOMA _____

Notes:

Subdivision Application Checklist*						
Applicant	Staff	Pre-Submittal Requirements				
		**Note: Minor subdivisions are only required to submit final plat for approval. A minor subdivision is the division of a lot, tract, or parcel of land into no more than two (2) lots.				
		Pre-application Conference with staff including submittal of a scale drawing or survey of the proposed subdivision for discussion and review				
		Design shall be in accordance with applicable sections of Article IV of the Zoning Ordinance and Article IV of the Subdivision Regulations				
				Plat Types		
Applicant	Staff	Submittal Requirements			Sketch	Preliminary
						Final
		Submit sketch plat in accordance with the requirements of Sections 2-102 and 5-101 of the Subdivision Regulations			X	
		Submit preliminary plat and construction plans in accordance with the requirements of Sections 2-103, 5-102, and 5-103 of the Subdivision Regulations				X
		Submit final plat in accordance with the requirements of Sections 2-104 and 5-104				X
		Submit plat certificates in accordance with the requirements of Section 5-104.3 of the Subdivision Regulations				X

* This checklist is for informational purposes only. Please refer to the Zoning Ordinance and/or Subdivision Regulations for more detail.

Contact Information
 Beau Herring, Codes Director
 Email: bherring@springhilltn.org
 Maury County Phone No.: (931)486-2252
 Williamson County Phone No.: (615)599-2614